

## MEMORANDUM

Agenda Item No. 11(A)(16)

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**TO:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

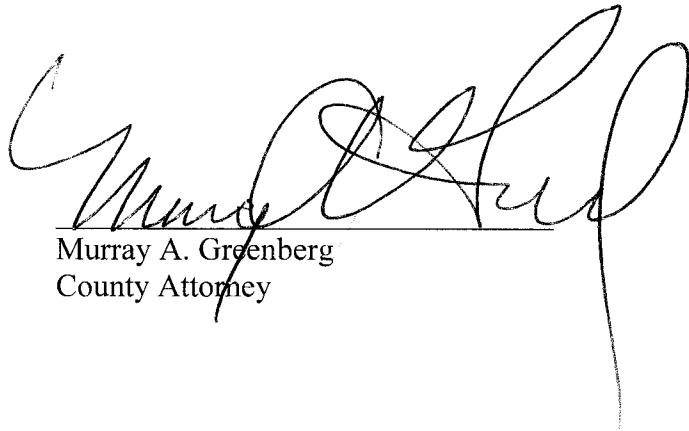
**DATE:** June 5, 2007

**FROM:** Murray A. Greenberg  
County Attorney

**SUBJECT:** Resolution retroactively  
authorizing in-kind services  
for the American Choral  
Directors Association

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The accompanying resolution was prepared and placed on the agenda at the request of Chairman Bruno A. Barreiro.



Murray A. Greenberg  
County Attorney

MAG/jls



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**DATE:** June 5, 2007

**FROM:** Murray A. Greenberg  
County Attorney

**SUBJECT:** Agenda Item No. 11(A)(16)

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 11(A)(16)  
06-05-07

RESOLUTION NO. \_\_\_\_\_

RESOLUTION RETROACTIVELY AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE POLICE DEPARTMENT FOR THE MARCH 7-10, 2007 ACDA NATIONAL CONVENTION SPONSORED BY AMERICAN CHORAL DIRECTORS ASSOCIATION, A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED \$10,000.00 TO BE FUNDED FROM THE COUNTYWIDE IN-KIND RESERVE FUND

**WHEREAS**, the American Choral Directors Association has requested in-kind services from the Miami-Dade Police Department for the March 7-10, 2007 - NCDA National Convention in an amount not to exceed \$10,000.00 (see attached Fee Waiver/In-kind Service Application); and

**WHEREAS**, the NCDA National Convention is a four-day event consisting of concerts of choirs from across the United States and the world, and educational interest sessions; and

**WHEREAS**, the American Choral Directors Association is a not-for-profit organization; and

**WHEREAS**, the NCDA National Convention is a major event, as that term is defined on the attached Fee Waiver/In-kind Service Application, and the in-kind services shall be funded from the Countywide In-kind Reserve Fund,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board retroactively authorizes in-kind services from the Miami-Dade Police Department for the March 7-10, 2007 NCDA National Convention in an amount not to exceed \$10,000.00 to be funded from the Countywide In-kind Reserve Fund.

The foregoing resolution was sponsored by Chairman Bruno A. Barreiro and offered by  
Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by  
Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman	
Barbara J. Jordan, Vice-Chairwoman	
Jose "Pepe" Diaz	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Joe A. Martinez	Dennis C. Moss
Dorrin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 5<sup>th</sup> day of June, 2007. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

MR

Monica Rizo

MIAMI-DADE COUNTY  
FEE WAIVER/IN-KIND SERVICES APPLICATION

MDPD \$19,000

COUNTY FEE WAIVERS OR IN-KIND SERVICES REQUESTED THROUGH THIS PROCESS ARE NOT EFFECTIVE UNTIL APPROVED BY ACTION OF THE BOARD OF COUNTY COMMISSIONERS PURSUANT TO THE MIAMI-DADE COUNTY HOME RULE CHARTER

Please complete the following form and submit completed form along with requested materials, if applicable, to:

Special Events Staff  
Communications Department  
111 N.W. 1<sup>st</sup> Street, Suite 2510  
Miami, FL 33128

Phone: (305) 375-2836  
Fax: (305) 375-3968

Type of Event/Application (select one of the following):

- ☐ District Event - Event of minimal impact related to specific commission district (Complete questions 1-7, sign and date; copy will be submitted to the appropriate District Commissioner within two days of receipt of application.)
- ☐ Small Event - Event of minimal impact not necessarily related to a specific commission district. (Complete questions 1-7, sign and date.)
- ☐ Special Event - Event with expected attendance of less than 5,000 with localized impact limited to an individual community or municipality (Complete questions 1-12, sign, date and submit form no later than 60 days prior to event date.)
- ☒ Major Event - Large Event with expected attendance of over 5,000 or significant probability of protests, controversy, violence or vandalism (Complete questions 1-12, sign, date and submit form no later than 120 days prior to event date.)

1. Full legal name of the requesting organization: American Choral Directors Association

2. Applicant Status: (Select one of the choices below)

- ☒ Not-For-Profit or Tax Exempt ☐ Local Government or Public Entity
- ☐ For-Profit
- ☐ County Sponsored Event/Sponsoring Department \_\_\_\_\_
- ☐ Other (specify): \_\_\_\_\_

3. Name and contact information for single point of contact (address, phone, fax, e-mail address, etc.):

Gene Brooks, Executive Director  
PO Box 2720  
Oklahoma City, OK 73101  
405-232-8161  
email: executivedir@acdaonline.org

Steven Brooks  
or Frank Fulmer

4. Specify fee waiver or in-kind service requested (quantify, if applicable): Police services

5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries):

The 2007 ACDA National Convention, which will occur in Miami March 7-10, 2007, is the major event for the American Choral Directors Association, which is the professional association for the choral directors of the United States. The ACDA National Convention occurs every two years, usually in February or March of every odd-numbered year. The last ACDA National Convention took place in Los Angeles in 2005.

The ACDA National Convention is a four day event consisting of concerts and educational interest sessions. The concert performances and interest sessions are scheduled throughout the day, with attendees having the opportunity to attend choral performances and interest sessions all day, every day during the four day convention. Attendees will have the opportunity to hear choirs from across the United States and around the world. There will also be performances by the Atlanta Symphony Orchestra and Chorus. People from around the world attend ACDA National Conventions because of the event's established reputation of bringing together the best choirs to perform for the choir directors of America.

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MIAMI-DADE COUNTY  
FEE WAIVER/IN-KIND SERVICES APPLICATION

6. Please select ALL that apply to event:

- ☐ Economic Development: Event supports vitality or growth of the local economy
- ☐ Youth/Education: Event benefits youth of any age and/or offers educational benefits
- ☐ Health and Social Services: Event supports health-related causes and/or social programs or institutions that improve quality of life within the community
- ☒ Arts and Culture: Event supports music, theatre, literature, art or culture
- ☐ Environmental: Event benefits environmental concerns or promotes conservation
- ☐ Sports and Athletics: Event supports/promotes organized sports or recreational participation

7. Physical address of event venues (please specify Commission District(s)):

The convention will take place in multiple locations. The performances will take place at the Carnival Center for the Performing Arts and the Jackie Gleason Theater for the Performing Arts, with a performance also taking place at the Trinity Cathedral. There will also be exhibits and interest sessions throughout the week at the Miami Beach Convention Center.

8. Description of regional or local impact:

The attraction to Miami provided by the ACDA National Convention is that it is an opportunity for Miami to host one of the finest choral music events in the world, and allow it to join cities such as New York City, Washington, D.C., Chicago, and Los Angeles to have hosted an ACDA National Convention. It would provide Miami the opportunity to "show off"

9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): Please see attached.


10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): Please see attached.

11. Expected number of participants and estimated attendance (per day, if applicable):

Total: 10,000 (average daily 9,000 Wed-Sat.)

12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): Please see attached.

I hereby certify that all the statements made in this application are true and correct.

  
Signature of Authorized Representative  
Gene Brooks  
National Executive Director

March 2, 2007  
Date

**American Choral Directors Association  
2007 National Convention  
Detailed Budget**

BUDGET

**REVENUE**

Pre-Registrations

Active/Life	2,575 @	\$205	\$	527,875.00
Retired	190 @	170		32,300.00
Students	781 @	140		109,340.00
Spouse/Guest	640 @	205		131,200.00
	<u>4,186</u>		\$	<u>800,715.00</u>

On-Site Registrations

Active/Life	194 @	\$245	\$	47,530.00
Retired	6 @	190		1,140.00
Students	78 @	160		12,480.00
Spouse/Guest	46 @	245		11,270.00
Non-member	0 @	320		-
	<u>324</u>		\$	<u>72,420.00</u>

Total Registrations	4,510		\$	873,135.00
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Program Advertising	23 @	650		14,750.00
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Exhibits	200 @	1100		220,000.00
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Audition Fees	287 @	25		7,175.00
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<b>TOTAL REVENUE</b>			\$	<u>1,115,060.00</u>
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**American Choral Directors Association  
2007 National Convention  
Detailed Budget**

BUDGET

**EXPENDITURES**

<b>ADMINISTRATIVE</b>		
Administrative Personnel	\$ 89,000.00	
Secretarial Support	10,000.00	
Convention Food/Lodging	30,000.00	
Receptions	9,000.00	
		\$ 138,000.00
<b>ARTISTIC</b>		
Student Conducting	8,000.00	8,000.00
<b>TECHNICAL</b>		
Local Arrangements Committee	22,000.00	22,000.00
<b>OUTSIDE ARTISTIC FEES</b>		
Atlanta Philharmonic	500,000.00	
International Choirs		
Housing	10,000.00	
Food	10,000.00	
Buses	10,000.00	
		530,000.00
<b>OUTSIDE OTHER FEES</b>		
Decorating Company	40,000.00	
Security	10,000.00	
		50,000.00
<b>MARKETING/PUBLICITY</b>		
Supplies/Printing of mail-outs	60,760.00	60,760.00
<b>PRINTING</b>		
Program Printing	40,000.00	40,000.00
<b>POSTAGE</b>		
Postage	25,000.00	25,000.00
<b>IN-COUNTRY TRAVEL</b>		
Pre-Convention Planning	55,000.00	
Convention Travel	47,000.00	
		102,000.00
<b>EQUIPMENT RENTAL</b>		
Piano Rental	10,000.00	
Audio Visual/Cellular Phones	10,000.00	
		20,000.00
<b>SPACE RENTAL</b>		
Jackie Gleason Theater	16,500.00	
Carnival Symphony Hall	32,800.00	
Miami Beach Conv. Center	3,000.00	
Exhibit Hall	33,000.00	
		85,300.00
<b>INSURANCE</b>		10,000.00
<b>UTILITIES</b>		
Telephone		10,000.00
<b>SUPPLIES/MATERIALS</b>		
Construction/Move "Hall of Honor"	5,000.00	
Supplies/Badges/etc	10,000.00	
		15,000.00
<b>OTHER</b>		
Raymond Brock Commission (Composition by David Conte)		20,000.00
ASCAP/BMI Fees		4,000.00
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,140,060.00</u>
<b>TOTAL EXCESS REVENUE OVER EXPENDITURES</b>		\$ (25,000.00)



# Memorandum



**Date:** June 5, 2007

**To:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager

A handwritten signature in black ink, appearing to read "G. Burgess", written over the printed name of the County Manager.

**Subject:** Countywide In-Kind Request Recommendation

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The Office of Strategic Business Management (OSBM) has reviewed the attached in-kind request and recommends for the item to move forward to the Board of County Commissioners for consideration. The countywide in-kind reserve balance allows for the funding of this request.

## Background

A retroactive waiver for in-kind services has been requested by a not-for-profit organization the American Choral Directors Association held on March 7-10, 2007 for their NCDA National Convention.

In-kind services have been requested in an amount not to exceed \$10,000 from the Miami-Dade Police Department for police services. This event will be funded from the countywide in-kind reserve fund.

In FY 2006-07, the American Choral Directors Association has not received any County funding.

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